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Approved For Release 2001/03/30 : CIA-RDP80-01240A000200020005-4

2. CAREER SERVICE DESIGNATION	3. LANGUAGE CODE	4. AREA KNOWLEDGE CODE	5. DUTY STATION <input checked="" type="checkbox"/> WASH., D.C. <input type="checkbox"/> OTHER (Specify)
6. REASON FOR SUBMISSION (E.G., CHANGE OF DUTIES, IDENTIFY OLD POSITIONS BY TITLE, SCHEDULE, OCCUPATION NO.)			7. PLACEMENT DIVISION CONCURRENCE DATE:

In lieu of MLO GS-560 15 approved 3 May 1952

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8. ACTION	POSITION TITLE	SCHEDULE	OCCUPATION CODE	GRADE	INITIALS	DATE
A.						
B. CWD	Budget Officer	GS	0560.01	16 25		
C. INITIATING OFFICE						

9. ORGANIZATIONAL TITLE OF POSITION (IF ANY)	10. NAME OF EMPLOYEE (Last) (First) (Middle) IF VACANCY, SPECIFY
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11. ORGANIZATIONAL LOCATION OF POSITION	12. CERTIFICATION
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A. OFFICE Office of the Comptroller	This is a complete and accurate description of the duties and responsibilities of this position
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B. DIVISION OR STAFF Budget Division	A. EMPLOYEE	DATE
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C. BRANCH Office of the Chief	
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D. SECTION	DOC 6 REV DATE 31-3-81 BY 00619 ORIG COMP OPI 38 TYPE 01
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E. UNIT	ORIG CLASS 5 PAGES 4 REV CLASS C JUST 22 NEXT REV 2011 AUTH: HR
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13. DESCRIPTION OF DUTIES, RESPONSIBILITIES AND QUALIFICATIONS
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I. DUTIES AND RESPONSIBILITIES:

As Chief of the Budget Division, is responsible for developing and justifying an adequate and accurate annual budget estimate and for formulating and administering a program of budgetary execution to assure the maintenance of a balanced relationship between funds and activity requirements and to accomplish an orderly and effective program of expenditure. Procures through covert and semicovert channels and procedures the annual appropriations made on behalf of the Agency. Establishes fiscal and budgetary policies and procedures and other wise provides staff advice to the Agency on all related matters to ensure the establishment and maintenance of appropriate controls and regulations with respect to budgetary matters. Coordinates the use of types of funds as well as other financial matters, and agency policy procedures for other appropriate officials concerned with internal management problems.

1. Directs and supervises the development of budget estimates along with justifications in setting forth related financial programs.

2. Attends meetings of the Bureau of the Budget and appropriations committees of Congress in order to assist in presenting and justifying the budget and personnel position estimates required by the Agency to fulfill its mission.

3. Presents oral and documentary information concerning Agency activities in support of estimates to authorized officials.

4. Directs a review of all projects from the budgetary point of view prior to Agency approval and inauguration.

5. Reviews proposed instructions, procedures and internal publications having budgetary implications prior to reproduction, with a view to consolidating and eliminating duplication and repetition.

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(If necessary, continue on reverse side)

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6. Directs the development and editing of instructions, procedures, notices and regulations pertaining to the budgetary controls to be utilized by the Agency.

7. Directs the development of appropriation allotments in accordance with proper authorizations and instructions and directs the compilation of all budgetary reports and information.

8. Renders interpretations of rules and regulations as they apply to budgetary appropriations, apportionments, and allotments.

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11. Directs the studies of man-power utilization and business methods with the view in mind to develop efficient and economical budgetary controls.

12. Plans, directs and coordinates the activities of Budget Division employees.

13. Performs related work as required.

## II. SUPERVISION:

1. Supervision and Guidance Received: The incumbent is under the general supervision of the Agency Comptroller. Instructions and assignments are received in very broad terms and relate to objectives to be accomplished and the manner of accomplishment. Work precedents may be available in some cases however the incumbent is chiefly concerned with the establishment of precedents. Incumbent is expected to solve most budgetary problems without referring to the Comptroller. In extremely controversial cases the Comptroller's decision may be solicited. Problems involving matters of highest policy which relate to activities more extensive than budget information will be discussed with the Comptroller who makes the final decision. Work of the incumbent is reviewed on the basis of the effectiveness with which the overall budget administration program is accomplished.

2. Supervision and Guidance Exercised: Incumbent is responsible for providing technical and administrative supervision and guidance for the employees of the Budget Division. Incumbent provides technical supervision and guidance for Budget Officers and Administrative Officers throughout the Agency on budgetary matters.

## III. QUALIFICATION REQUIREMENTS:

1. Knowledge: Comprehensive knowledge of the legislation, regulations, procedures, administrative policies, methods, principles and practices applicable to the budget administration program of the Agency and to the administration of fiscal activities such as cost, fund, time, leave, payroll, expenses, revenue, appropriations and expenditures. Comprehensive knowledge of work measurement and reporting methods and systems. Must be aware of the usefulness and limitations of the work under his control and have an extremely broad knowledge of the theory and practice of budget administration.

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2. Skills: None.

3. Abilities: Ability to recognize the need for budgetary studies and to plan and conduct such studies; to evaluate attainment of work objectives in the area; to train and supervise Budget Assistants at lower grades; to recognize budget and fiscal problems and to develop effective solutions. Demonstrated analytical ability and constructive imagination in the formulation of improved budgetary practices. Ability to organize and write recommendations and instructions clearly and effectively. Ability to deal effectively with operating personnel and to obtain their cooperation in the preparation of material, studies and surveys. Ability to compose concise and informative reports both narrative and tabular. Ability to visualize accurately the effect of legislation, administrative action or management plans upon budget administration. Ability to present plans and proposals effectively to personnel at the highest level. Ability to negotiate effectively and to gain cooperation or support of the officials of the area serviced and of the Budget Division.

4. Work Experience and Education: At least 12 years of progressively responsible experience, 9 years of which must have been of a specialized nature. The 3 years of related experience which must have been progressively responsible performance or supervision of work in such fields as business administration, sales administration, personnel administration, supply administration, transportation management, law, organization and methods examining, banking, private merchandising business, manufacturing firm, educational institution or other enterprises, editing or writing, or other administrative experience associated with office operation or management requiring a knowledge of general business or administrative methods, procedures and practices. The specialized experience must have been progressively responsible independent or supervisory work in such fields as budgeting, accounting, auditing, maintenance or audit of fiscal records (such as cash, fund, cost, time, leave, payroll, expenses, revenues, appropriations or expenditures), corporate financing or the control or administration

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Successfully completed education in an accredited college or university with a specialization in accounting, economics, finance, public administration, business administration, political science or a comparable specialization may be substituted for the required experience on the basis of one full year of study for nine months of related experience. A Masters or Doctorate degree may be substituted for one or two years respectively of specialized experience if the degree is from an accredited college or university with a specialization in accounting, economics, finance, public administration or business administration. A certificate as a Certified Public Accountant in a state territory or the District of Columbia may be substituted for three years of related experience and one year of specialized experience.

Alternate Agency Requirements - i.e., minimum Agency specialized experience (in addition to related and specialized experience upon which qualification to present grade was based) are 24 months at the GS-11 grade level.

IV. SCOPE AND EFFECT:

Incumbent of this position exercises program responsibility for the budget administration activities of the entire Agency. Decisions are extremely broad in their effects as they relate to the proper expenditure of funds throughout the Agency. Consequence of error is extremely important as the incumbent is responsible for the control of the expenditure of Agency funds in accordance with budget estimates as prepared and submitted to the Bureau of the Budget and to the appropriation committees of Congress.

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The incumbent is responsible for reports to the DCI covering fund utilization within the Agency from a budgetary point of view.

V. MENTAL DEMANDS:

Original thinking, ingenuity and resourcefulness must be exercised to a considerable degree in this position to ensure the effective accomplishment of the Agency's budget program. Sustained mental concentration is required to maintain familiarity with the numerous programs and activities of the Agency. Initiative in taking independent action is a prime requirement since a major part of the activities cannot otherwise be accomplished effectively. Continuing pressure is also characteristic of the position as the incumbent assumes responsibility for meeting the overall deadlines.

VI. PERSONAL CONTACTS:

Incumbent has frequent contacts with top officials of this Agency, the Bureau of the Budget, other agencies and with Congressional committees in establishing the budget policy to be followed in determining availability of funds for activities. Incumbent represents the Comptroller on all budget administration matters.

VII. POSITION PROGRESSION:

Promotion to this position is normally from lower grade Budget Officer positions in which the incumbent would have responsibility for an area of the Agency. Promotion from this position would normally be to one of a higher grade in the Office of the Comptroller or an administrative one in other part of the Agency.

VIII. DISTINGUISHING FEATURES:

This position is distinguished from lower grade positions in that here responsibility is found for the overall Agency budget whereas in lower positions there will be a responsibility for the formulation of a portion of the Agency budget although it would be a major portion in immediately lower areas. This position is distinguished from higher grade positions by the fact that this is the top position in the Division. Higher grade positions would be of a staff nature.

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